



CITY OF PLAINVIEW CIVIL SERVICE
ENTRY-LEVEL FIREFIGHTER
EMPLOYMENT APPLICATION PACKET

APPLICATION DEADLINE: THURSDAY, AUGUST 7, 2014



JOB ANNOUNCEMENT ENTRY-LEVEL FIREFIGHTER

The City of Plainview is currently accepting applications for the position of Entry-Level Firefighter. Applicants must have a current certification or eligibility letter from the Texas Commission on Fire Protection as a firefighter (online certifications will not be accepted unless applicant has served 2 years with a full-time paid department), EMT basic certification or higher (online certifications will not be accepted unless applicant has served 2 years with a full-time paid department), a high school diploma or its equivalent, have or obtain a minimum of Class B driver's license within three months, and be able to read and write English. Other requirements include, but are not limited to: (1) successful completion of a written examination, (2) a physical agility test, (3) a post-offer physical examination, (4) a pre-employment criminal history and driver's license check, (5) a personal history investigation, and (6) an interview.

Applicants must have reached at least their 19th birthday at the time of the written examination. Applicants must also meet Departmental weight standards.

ADDITIONAL INFORMATION/REQUIREMENTS

In order to be considered complete, applications **must** be returned with the following attachments:

1. Copy of current Firefighter Certification or eligibility letter issued by the Texas Commission on Fire Protection
2. Copy of current EMT Basic Certification or higher issued by the Texas Department of State Health Services
3. Copy of your birth certificate
4. Copy of your driver's license (front and back)
5. Copy of your high school diploma or GED certificate
6. Copies of any college transcripts
7. Copy of your DD-214 (if you are applying for veteran's preference)
8. Signed Authorization to Release Information form and CCH Verification form
9. Copy of a completed Nepotism Rule form
10. Copy of a completed Employment Application
11. Other (if applicable)

Completed applications must be submitted by 5:00 p.m. on Thursday, August 7, 2014, at the Personnel Office located in City Hall, 901 Broadway, Plainview, Texas 79072.

The physical agility test and written examination will be held on **Thursday, August 14, 2014**. In order to take the physical agility test and written examination, the Civil Service Commission must have a completed application on file meeting the minimum requirements stated above.

For more information on the date, time and location of the entrance examination, please contact the Director of Civil Service at (806) 296-1129 or visit the City website at www.plainviewtx.org and view the Firefighter Application Packet under the Employment section.

The employment application packet including the entrance examination information is available online at www.plainviewtx.org.

FIREFIGHTER

Job Analysis Form

Job Title: **Firefighter**

Date: June 24, 2003

Schedule: 7:00 a.m. of one day to 7:00am of the next
One day on / two days off working rotation
Shifts may vary to provide 24-hour coverage

Wage: _____

Employer: City of Plainview
901 Broadway
Plainview, Texas 79072
(806) 296-1100

DOT #: 373.364-010

This is a description of the way this job is currently performed. It does not address the potential for accommodation.

BRIEF DESCRIPTION OF THE JOB: Ensures the protection of residents and property from fire and other hazardous conditions. Provides emergency medical intervention treatment. Conducts fire prevention activities and educates the public.

ESSENTIAL FUNCTIONS: (Listed in descending order of frequency.) *

Essential Functions	% of Time	Strength Demands	Physical Demands
1. Responds to emergency calls and requests for assistance. Performs functions as an Emergency Medical Technician. Assesses patient condition. Takes vital signs. Provides basic and advanced life support. Performs rescue operations from vehicles, confined spaces, and structures which may be on fire.	35%	VH	A B C D E F G H I J K L M N O P Q R S T
2. Responds to fire alarms and calls involving hazardous conditions. Protects lives and property with appropriate mitigating actions and/or by evacuating the area. Suppresses chemical, vehicle, building, trash, and all other types of fire and hazardous conditions. Related duties include rescue, entry, ventilation, containment, extinguishing and salvage work.	20%	VH	A B C D E F G H I J K L M N O P Q R S T

*Strength Codes: S – Sedentary L – Light M – Medium H – Heavy VH – Very Heavy

*Physical Demand Codes:

A. Standing	E. Carrying	H. Handling	K. Crouching	O. Climbing	S. Talking
B. Sitting	F. Pushing /	I. Fine	L. Crawling	P. Balancing	T. Foot Controls
C. Walking	Pulling	Dexterity	M. Bending	Q. Vision	U. Other: _____
D. Lifting	G. Reaching	J. Kneeling	N. Twisting	R. Hearing	

Essential Functions	% of Time	Strength Demands	Physical Demands
3. Participates in training to maintain certifications, as well as to enhance and maintain skills. Maintains knowledge of fire suppression materials, methods, and techniques, as well as emergency medical and safety issues. Involves classroom training and live evolutions. Studies and becomes familiar with local territories.	15%	H	A B C D E F G H I J K L M N O P Q R S T
4. Participates in pre-fire planning and prevention activities. May assist in the inspection of various locations for fire hazards and for compliance with fire-related ordinances. Becomes acquainted with maps and local street infrastructures, building layouts and blueprints, and commercial chemical storage locations.	10%	L	A B C H I J M O P Q R S T
5. Performs assigned duties to maintain apparatus, quarters, buildings and related grounds, equipment, and hydrants. Duties include cleaning and performing routine checks and repairs.	10%	M	A B C D E F G H I J M N O P Q R S T
6. Educates the public about fire safety and fire prevention. Speaks at schools, public functions, health fairs, association meetings, and through other outreach efforts.	5%	L	A B C D E H I Q R S T
7. May be called upon to serve as Fire Equipment Operator or to perform other departmentally related duties, as assigned.	5%	VH	A B C D E F G H I J K L M N O P Q R S T

OVERALL STRENGTH DEMANDS: Very heavy

FREQUENCY: (For each of the physical demand codes listed.)

C – Continuously F – Frequently O – Occasionally R - Rarely

A. Standing	F	H. Handling	F	O. Climbing	F
B. Sitting	O	I. Fine Dexterity	F	P. Balancing	F
C. Walking	F	J. Kneeling	O	Q. Vision	C
D. Lifting	F	K. Crouching	O	R. Hearing	C
E. Carrying	F	L. Crawling	O	S. Talking	F
F. Pushing / Pulling	F	M. Bending	F	T. Foot Controls	F
G. Reaching	F	N. Twisting	F	U. Other:	

Physical Demands	Description
Standing / Walking	On concrete, asphalt, burned-out buildings, rough and uneven terrain of various types. May walk on structurally unsafe surfaces.
Lifting / Carrying	Protective gear (20 – 26 pounds). Self-contained breathing apparatus (27 pounds). Ladders up to 24-feet long (64 pounds). Fan (50 pounds). Fire extinguisher (40 – 45 pounds). Jaws of life and power unit (60 pounds each). Stretcher (55 pounds plus the weight of the victim or patient). Portable hose unit (108 pounds).

Pushing / Pulling	Red line (20 pounds of exertion). Hose (45 – 50+ pounds of exertion). Pull discharge valve (50+ pounds of exertion). Close valve (55 pounds of exertion). Push and pull charged hose (50+ pounds of exertion). For CPR (35 pounds of force).
Reaching	For tools and equipment in cramped, confined spaces. To lift ladders (60"). For fire extinguishers (20"). For deluge gun (80"). For extension ladder (72"). For hurst tool and power unit (42"). To use ceiling hook and to wash apparatus (96").
Handling	To connect hoses, use ladders, use hand and power tools. To open and close valves. To handle victims and patients.
Bending	To fold, couple, and uncouple fire hoses. To move equipment and tools. To administer first aid.
Twisting	To operate hose streams. To put on self-contained breathing apparatus. To communicate on vehicle. To raise and lower scene lights on van and trucks.
Climbing / Balancing	On ladders, stairs, fire vehicles, and ambulances. To walk on rafters and in attics. To use hose stream.
Hearing / Talking	To communicate, whether in-person, on the radio, or via other media, during rescues and firefighting operations. To communicate in high noise environments. To diagnose equipment problems.
Vision	To operate equipment and perform rescue operations.
Sitting	To drive to emergency situations. Sitting during instruction and rest periods.
Fine Dexterity	To write. To fill out reports. To draw pre-fire plans. To use monitors, equipment, and tools. To tie ropes and knots. To administer emergency medical treatment.
Kneeling	When administering CPR and medical treatments. To use heavy fire streams.
Crouching / Crawling	During search and rescue operations. To use fire stream to place water in structure. To operate fan. To extricate victims from confined spaces.
Foot Controls	To drive. To push gas and brake pedals (30 pounds of exertion). To operate stretcher (20 pounds of exertion).
Other	Color perception to discern heat intensity and patterns, to discern suppression requirements on substance tags, and to operate equipment.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDES: Chainsaws, smoke ejectors, generators, self-contained breathing apparatus, fire pumps, nozzles, axes, pike poles, ladders, ropes, jaws and power units, hoses, deluge guns, halligan tools, stretchers, oxygen tanks, electrical cords, spanner wrenches, hydrant wrenches, standard emergency medical equipment, and other specialized tools.

ENVIRONMENTAL FACTORS: Exposed to extreme heat in burning structures. Work outside in all types of weather and in high humidity. Exposed to chemicals, fumes, smoke, burning buildings, power lines, buildings and other structures with unsafe structural integrity. Noise from truck engines, jaws and power unit, saws, sirens, and horns. Vibration when riding on trucks, operating power saws, jaws, and power tools. Possible exposure to infectious diseases, bombs, explosions, and weapons of mass destruction.

PROTECTIVE EQUIPMENT REQUIRED: NFPA-approved firefighter boots, helmet, specialized fire-retardant clothing, gloves, eye protection, ear protection, self-contained breathing apparatus and pass device. Protective equipment to guard against exposure to blood and bodily fluids. Specialized protective suits to protect in decontamination cases.

OTHER PHYSICAL DEMANDS: Firefighting and rescue operations require endurance and stamina. Such involves short periods of great physical demand and long periods of prolonged activity without rest.

NON-PHYSICAL DEMANDS:

C – Continuously F – Frequently O – Occasionally R - Rarely

Time pressures	F	Emergency situations	F
Noisy or distracting environment	F	Tedious, exacting work	O
Performing multiple tasks simultaneously	F	Working closely with others as part of a team	C
Physical dangers	F	Irregular schedule or overtime	O
Frequent change of tasks	F	Other:	

JOB REQUIREMENTS:

Formal Education: High school diploma or equivalent. Must hold Basic Firefighter Certification or higher from the Texas Commission on Fire Protection. Must hold EMT Certification or higher from the Texas Department of Health.

Experience: No special work experience required upon initial hire.

Other: Must meet such qualifications as may be specified in Chapter 143 of the Local Government Code and any additional standards, as amended, specified by the Plainview Civil Service Commission and the City of Plainview. Must comply with all HIPAA regulations, as they pertain. Must have a valid Texas drivers license and be able to obtain a Class B drivers license within three months of employment. Must be able to read and write the English language. Must meet residency requirements within three months of employment. Must pass written examination and oral interview, as well as pass physical agility tests and pre-employment physical. Must maintain required certifications and attend continuing education classes.

SKILLS:

Reading: Written orders and memos. Training manuals and other reference materials. Hazardous material placards and chemical labeling. Traffic signs and street maps. Instructional guidelines and standard operating procedures. Plans and fire surveys.

Writing: Fire reports. Ambulance reports. Incident statements. Maintenance records. Equipment logs. Time cards. Surveys. Other necessary reports and records.

Math: Basic math. Must be able to use various algebraic formulas.

Reasoning: Possess knowledge of elementary physics, chemistry, hydraulics, and mechanics. Quickly analyze complex information during emergencies and other dangerous situations. Makes decisions of a life-and-death nature. Distinguish correct and incorrect actions. Follows written and oral instructions. Good knowledge of safe operation of equipment and vehicles.

Supervisory: N/A

Managerial: N/A

Interpersonal: During emergency situations, deals with irate, hysterical, frightened, and injured individuals. Makes attempts to verbally calm individuals. Responds during life- and property-threatening situations. Works closely with coworkers and other public safety personnel as part of a team. While on shift, occupies quarters in close proximity to coworkers. Communicates with coworkers and members of the general public by phone and in person.

I have reviewed this job analysis and its attachments (if any) and find it to be a fair description of the demands of the job.



M. Shane Harrell, Personnel Specialist

June 26, 2003



Dale Simpson, Director of Civil Service

June 26, 2003



H. Gary Glass, Fire Chief

June 26, 2003

Employee's Signature

Date



**PLAINVIEW FIRE/EMS
APPLICATION
FOR EMPLOYMENT
FIREFIGHTER**



PLEASE COMPLETE IN YOUR OWN HANDWRITING.

Be thorough. Your answers may determine whether or not you are considered for the job.

Last Name				First Name				Middle Name			
Current Address											
City				State				Zip Code			
Home Telephone Number						Alternative Telephone Number					
Social Security Number						Date of Birth					
Driver's License Number				Issuing State		Class		Expiration Date			
Is your driver's license currently restricted, suspended, or revoked? ___ Yes ___ No											
List any CDL Endorsements: _____											

How did you learn about this job opening?

___ Newspaper. Please identify newspaper _____

___ City Bulletin Board/Walk in

___ Friend or Relative

___ Area Fire/EMS Academy. Please identify which one? _____

___ City of Plainview Web Site

___ Other on-line source. Please identify web-site _____

___ Other. Please identify _____

FIRE AND EMS TRAINING HISTORY

BASIC FIRE ACADEMY INFORMATION (MANDATORY):

Name of Fire Academy		
Address of Fire Academy		Date of Graduation
City	State	Zip Code
Name of Contact Person with Fire Academy		Phone Number

Was your Fire Academy internet based? ☐ Yes ☐ No

Are you currently a certified Firefighter with the Texas Commission on Fire Protection (TCFP)?
☐ Yes ☐ No

Please check all TCFP certifications currently held:

<input type="checkbox"/> Basic Firefighter	<input type="checkbox"/> ARFF
<input type="checkbox"/> Intermediate Firefighter	<input type="checkbox"/> Haz Mat Technician
<input type="checkbox"/> Advanced Firefighter?	<input type="checkbox"/> Instructor
<input type="checkbox"/> Master Firefighter	<input type="checkbox"/> Inspector
<input type="checkbox"/> Instructor	<input type="checkbox"/> Fire Officer
<input type="checkbox"/> Fire Investigator	<input type="checkbox"/> Driver/Operator

Please submit a copy of all certifications.

Is your fire certification currently, or has it ever been under investigation, suspended, lapsed, or revoked by the Texas Commission on Fire Protection? ☐ Yes ☐ No

If yes, please explain (attach additional pages if needed): _____

EMT-BASIC TRAINING PROGRAM INFORMATION (MANDATORY):

Name of EMT Training Program		
Address of EMT Training Program		Date of Completion
City	State	Zip Code
Name of Contact Person with Training Program		Phone Number

Was your Basic EMT course internet based? ☐ Yes ☐ No

EMT-INTERMEDIATE TRAINING PROGRAM INFORMATION If Applicable):

Name of EMT Training Program		
Address of EMT Training Program		Date of Completion
City	State	Zip Code
Name of Contact Person with Training Program		Phone Number

EMT-PARAMEDIC TRAINING PROGRAM INFORMATION (If Applicable):

Name of EMT Training Program		
Address of EMT Training Program		Date of Completion
City	State	Zip Code
Name of Contact Person with Training Program		Phone Number

Do you currently hold an EMS certification with the Texas Department of State Health Services (TDSHS)?

☐ Yes ☐ No

If yes, what is your TDSHS ID number? _____

Please check all TDSHS certifications currently held:

<input type="checkbox"/> EMT-Basic	<input type="checkbox"/> Licensed Paramedic
<input type="checkbox"/> EMT-Intermediate	<input type="checkbox"/> Instructor
<input type="checkbox"/> EMT-Paramedic	<input type="checkbox"/> Coordinator

Please submit a copy of all certifications.

Are you currently certified in the following (check all that apply)

<input type="checkbox"/> CPR for healthcare providers	<input type="checkbox"/> PHTLS
<input type="checkbox"/> ACLS	<input type="checkbox"/> ABLS
<input type="checkbox"/> PALS	<input type="checkbox"/> Critical Care Paramedic
<input type="checkbox"/> AMLS	<input type="checkbox"/> Tactical EMS

Please submit a copy of all certification cards.

Is your EMS certification currently, or has it ever been under investigation, suspended, lapsed, or revoked by the Texas Department of State Health Services? ☐ Yes ☐ No

If yes, please explain (attach additional pages if needed): _____

EDUCATIONAL HISTORY

Did you graduate from high school or obtain a GED certificate? ____ Yes ____ No

What high school did you attend? _____

Location of high school: (City and State): _____

Please submit a copy of your high school diploma or GED certificate.

Post High School Education: Include colleges, universities, business, correspondence, military, technical, and/or trade schools attended. (Other than fire and EMS training listed previously)

Institution Name	Location	Course of Study	Degree

Please submit a copy of any college transcripts.

MILITARY SERVICE

Are you a Veteran? ____ Yes ____ No

If yes, please provide the following information:

Date entered military: _____

What branch of service? _____

Date Discharged? _____

Type of Discharge? _____

Please submit a copy of your DD-214, if you are applying for veteran's preference

EMPLOYMENT

Are you presently employed? ____ Yes ____ No

Are you currently on lay-off status subject to recall? ____ Yes ____ No

What date are you available to begin work? _____

Have you ever filed an application with the City of Plainview or The Plainview Fire/EMS Department before? ____ Yes ____ No

Have you worked for the City of Plainview before? ____ Yes ____ No

If yes, when and in which department? _____

WORK EXPERIENCE

List ALL jobs you have held since age 17, including part-time, temporary, self-employment, and volunteer.

Begin with your most current.

Failure to provide complete information may disqualify you from consideration.

List ALL periods of unemployment in excess of 30 days.

Attach additional pages if necessary (**make additional copies of page 6 as needed**).

A) NAME OF EMPLOYER OR MILITARY UNIT		FROM	TO
ADDRESS – NUMBER/STREET/STE			
CITY	STATE	ZIP CODE	
JOB DUTIES:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Temp <input type="checkbox"/> Volunteer	
SUPERVISOR'S FULL NAME		SUPERVISOR'S PHONE NUMBER:	
REASON FOR LEAVING:			

B) PERIOD OF UNEMPLOYMENT <input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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C) NAME OF EMPLOYER OR MILITARY UNIT		FROM	TO
ADDRESS – NUMBER/STREET/STE			
CITY	STATE	ZIP CODE	
JOB DUTIES:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Temp <input type="checkbox"/> Volunteer	
SUPERVISOR'S FULL NAME		SUPERVISOR'S PHONE NUMBER:	
REASON FOR LEAVING:			

D) PERIOD OF UNEMPLOYMENT <input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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WORK EXPERIENCE continued

E) NAME OF EMPLOYER OR MILITARY UNIT		FROM	TO
ADDRESS – NUMBER/STREET/STE			
CITY	STATE	ZIP CODE	
JOB DUTIES:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Temp <input type="checkbox"/> Volunteer	
SUPERVISOR'S FULL NAME		SUPERVISOR'S PHONE NUMBER:	
REASON FOR LEAVING:			

F) PERIOD OF UNEMPLOYMENT <input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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G) NAME OF EMPLOYER OR MILITARY UNIT		FROM	TO
ADDRESS – NUMBER/STREET/STE			
CITY	STATE	ZIP CODE	
JOB DUTIES:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Temp <input type="checkbox"/> Volunteer	
SUPERVISOR'S FULL NAME		SUPERVISOR'S PHONE NUMBER:	
REASON FOR LEAVING:			

H) PERIOD OF UNEMPLOYMENT <input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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WORK EXPERIENCE continued

I) NAME OF EMPLOYER OR MILITARY UNIT		FROM	TO
ADDRESS – NUMBER/STREET/STE			
CITY	STATE	ZIP CODE	
JOB DUTIES:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Temp <input type="checkbox"/> Volunteer	
SUPERVISOR'S FULL NAME		SUPERVISOR'S PHONE NUMBER:	
REASON FOR LEAVING:			

J) PERIOD OF UNEMPLOYMENT <input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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K) NAME OF EMPLOYER OR MILITARY UNIT		FROM	TO
ADDRESS – NUMBER/STREET/STE			
CITY	STATE	ZIP CODE	
JOB DUTIES:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Temp <input type="checkbox"/> Volunteer	
SUPERVISOR'S FULL NAME		SUPERVISOR'S PHONE NUMBER:	
REASON FOR LEAVING:			

L) PERIOD OF UNEMPLOYMENT <input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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PERSONAL AND PROFESSIONAL REFERENCES

DO NOT include family members or past supervisors

Failure to list correct contact information may result in disqualification

Name	Address	Phone Number

CRIMINAL CONVICTION RECORD

Before a job offer is made, the City will investigate an applicant's criminal conviction history and driving record. Past convictions may not disqualify an applicant from consideration. However, falsification of a conviction record will result in disqualification.

Convictions include guilty pleas and nolo contender (no contest) pleas.

Have you been convicted of any felony offenses? ☐ Yes ☐ No

Other than traffic violations, have you been convicted of any misdemeanor offenses?
☐ Yes ☐ No

Have you been convicted of any traffic violations within the past three years?
☐ Yes ☐ No

Are you currently pending trial for a felony, misdemeanor, or traffic offense?
☐ Yes ☐ No

If you answered "Yes" to any of the above, please explain. Include type of offense, date, place of occurrence, and sentence. _____

Note: Some convictions and/or charges may result in the request for additional information including but not limited to further written explanation, telephone interviews, the requirement to submit court documents, etc.

CITIZENSHIP

Proof of citizenship or immigration status will be required upon employment. Can you provide proof of both your identity and your right to work in the United States? ☐ Yes ☐ No

NEPOTISM

Are you related to anyone employed by the City of Plainview? _____ Yes _____ No

Are you related to the Mayor and/or any member of the City Council? _____ Yes _____ No

If you answered "Yes" to any of the above, please list name(s) and how related: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true, correct, and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active only until the expiration date of the eligibility list. I understand that failure to pass the written and/or physical agility test will result in the deactivation of this application.

I understand that the employment screening process may include all of the following: driver's license verification; review of criminal conviction and driving records; and completion of a background check. I also understand that if a job offer is extended to me, I will be required to undergo a pre-employment drug test and a physical exam.

I understand and acknowledge that the City of Plainview Fire/EMS Department is a Civil Service Department and, if employed, I will be a probationary firefighter for a one-year period. During this one-year probation, I understand that I will not be extended the rights of a Civil Service employee and may be terminated; with or without reason, during this probationary period.

I understand that omissions and/or false or misleading information given in my application or interview(s) shall be sufficient cause to: (1) disqualify me from any further consideration as an applicant or (2) discharge me if discoveries are made after I begin employment. I also understand that I am required to abide by all rules, regulations, and policies of the City of Plainview and the Plainview Fire/EMS Department.

Signature of Applicant

Date

For City Use Only

Date Interviewed by Interview Board/Chief

Signature

SUBMISSION OF APPLICATION

All applications and required documents must be received by 5:00 pm on Thursday, August 7, 2014 in the Personnel Department.

Applications may be mailed to:

Personnel
Attn: Civil Service
City of Plainview
901 Broadway
Plainview, TX 79072

Applications may be faxed to:

Personnel
Attn: Civil Service
806-296-1125



AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the CITY OF PLAINVIEW with any and all information they may request concerning my past work record, educational history, military record, financial status, criminal record, and general reputation.

This authorization is specifically intended to include any and all information of a confidential or privileged nature, as well as photocopies of such documents if requested. The information will be used for the purpose of determining my eligibility for employment in the Plainview Fire Department.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications.

Applicant's Signature

Date

Please print or type the following:

Name: _____
Last First Middle Initial

Address: _____

Social Security Number: _____

(Note to applicant: Please sign and include this form with your application packet. Do not mail it to the DPS office.)

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

City of Plainview, Texas

Agency Name (Please print)

M. Shane Harrell

Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ initial

Purpose of CCH: pre-employment

Hire _____ Not Hired _____ initial

Date Printed: _____ initial

Destroyed Date: _____ initial

Retain in your files



NEPOTISM RULE

Rule 3.04 of the Plainview Civil Service Rules provides that no individual shall be appointed to fill any position in the Fire Department where that individual is related within the third degree of affinity or consanguinity to any member of the City of Plainview Civil Service Commission.

Are you related to any of the following individuals?

Ron Appling, Commissioner	Yes ____	No ____
Jeff Tunnell, Commissioner	Yes ____	No ____
Juan Escamilla, Commissioner	Yes ____	No ____

If yes nature of the relationship:

Applicant's Signature

Date

Printed Name



NOTICE OF ENTRANCE EXAMINATION FOR ENTRY-LEVEL FIREFIGHTER

The City of Plainview will conduct both a physical agility test and a written examination on **Thursday, August 14, 2014** for the purpose of establishing an eligibility list for the position of Entry-Level Firefighter. The eligibility list will be in effect for one year from the date of the examination.

Below is information on the time and location for the physical agility test and the written examination.

PHYSICAL AGILITY TEST

TIME: 9:00 A.M.
LOCATION: Fire Station 3
3405 SW 3rd Street
Plainview, Texas 79072

* Applicants are instructed to wear t-shirt, shorts or sweats, and tennis shoes.

WRITTEN EXAMINATION

TIME: 1:00 P.M.
LOCATION: Llano Estacado Museum
(On Wayland Baptist University Campus)
1900 West 8th Street
Plainview, Texas 79072

* All persons admitted to the test area must have photo identification such as driver's license, student or military ID. Commercially purchased ID will not satisfy this requirement. All testing supplies are furnished. No one will be admitted to the testing area after the examination begins.

In order to ensure sufficient time for the required in-processing, applicants should arrive at the test location no later than 12:40 p.m. on the date of the examination.

If you have any questions regarding applications, entrance exams or the physical agility test, please do not hesitate to contact the Office of the Civil Service Director at (806) 296-1129.



PLAINVIEW FIRE/EMS
911 QUINCY
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July 14, 2014

To All Prospective Applicants;

In an effort to enhance your opportunity to successfully pass our physical agility test, we will be setting up two practice and coaching sessions prior to our written and physical exam. We will have Plainview Fire Department personnel available on Friday, August 1 and Thursday August 7, 2014, from 9am to 11am for practice and coaching. This will be set up Fire Station 3 located at 3405 SW 3rd Street.

You may attend one or both of these sessions. If interested, please be there at 8:30am. If no one shows up by 9am, our personnel will close the session at that time.

If you chose to take advantage of this opportunity, you will need to bring $\frac{3}{4}$ high duty boots. Bunker boots may be utilized but will be less comfortable. You may also bring your personal bunker gear (coat, pants, and gloves). Personal bunker gear must conform to NFPA 1971, 2007 edition. If you do not have appropriate personally owned bunker gear, gear will be furnished.

If you have any questions, please contact us at 806-296-1170.

Thanks,

Rusty Powers
Fire Chief

Plainview Fire/EMS Department
Physical Agility Test
Instructions and course layout to Candidates

Advisory Statement

This test is strenuous! If you have had a recent illness, surgery, or are on medication, ask your doctor if it is safe for you to attempt this test. If you have any doubt about your physical ability to perform the test, you should not attempt it. This is for your own safety and well-being.

Bunker Gear

The candidate will be allowed to utilize appropriate personally owned bunker gear and gloves if he/she so desires so long as the gear complies with NFPA 1971, 2007 Edition.

All candidates will be required to wear at least $\frac{3}{4}$ High Duty Boots. These duty boots must be furnished by the candidates.

If personally owned gear is not available, appropriately sized gear will be furnished.

Helmets and SCBA will be furnished by the Plainview Fire Department.

Overview of Agility Test

This course consists of eight fire ground related skill stations. There will be one station that is a non-timed event that each fire fighter must complete before advancing to the portion of the course with seven accumulative timed events.

Untimed Task

Ladder Climb:

Candidate wearing full protective ensemble: (Bunker Coat, Bunker Pants, Helmet, Rescue Gloves, at least $\frac{3}{4}$ High Duty Boots, SCBA ensemble without face piece.)

Candidates will, upon instruction from the course proctor, climb a fire ground ladder that is extended to a height of 30'-7" and tied off to the building at the correct climbing angle of 70 degrees.

The candidate will climb to the top of the ladder and touch the top rung of the ladder before descending.

The candidate will utilize every rung of the ladder including the bottom rung.

Skipping a rung will cause disqualification of the candidate.

Timed Tasks

This phase of the testing will be timed. There are Seven Stations that each candidate must successfully complete. Each candidate will be given 4 minutes and 30 seconds (4:30) maximum time to complete the entire course.

Prior to beginning the timed course:

- Each candidate will be “walked” through the course and be instructed how to navigate the course. Any questions will be answered during the walk through
- Each candidate will don full protective ensemble with SCBA and face piece.
- The test proctor will confirm that the candidate has an SCBA air bottle that contains 4500 psi of air.
- The candidate will step up to the starting line and wait for the test proctor to start the exam.
- The test proctor will advise the candidate to go on air from the SCBA and instruct the candidate to start the course.
- Time will start when the candidate steps across the start line.

Depletion of the SCBA air supply, prior to completion of the timed course, will result in automatic failure of the physical agility test

Removal of facepiece or air supply regulator prior to completion of the timed course will result in automatic failure of the physical agility test

No re-tests shall be offered unless there is equipment failure or malfunction.

Station 1: Forcible Entry

Candidate will advance to the forcible entry station and taking a 8 lb dead blow hammer provided, will strike the face of the tire with the hammer 50 times.

Proctor will only count qualifying blows.

Qualifying blows are those in which the hammer head rises above shoulder height. Hand grip on the hammer must be below taped handle with both hands.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5 Second penalty added for grip on hammer above taped handle.
- Candidate must repeat any non-qualifying blows. Failure to complete 50 qualifying blows will result in automatic failure of the physical agility test.

Station 2: Ladder Raise and Lower

Candidate will take a 14' roof ladder, which is lying flat on the ground, raise the ladder to an upright position and place against the building with the butt of the ladder placed into the designated box. The candidate then shall immediately lower the ladder back to the ground.

The candidate shall raise and lower the ladder in a controlled manner.

A test proctor will assist with healing of the ladder.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 15 Second penalty if ladder is dropped above knee high
- 5 second penalty if butt of ladder is set outside the designated box

Station 3: Hose Carry

Candidate will pick up and carry two 3"x50' hose rolls, simultaneously, 50' while staying inside the designated lane.

Hose must be carried without dropping or stopping and readjusting grip.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5 second penalty per infraction if candidate stops for any reason
- 5 second penalty per infraction if candidate strays outside the designated lane

Station 4: Obstacle Course

The candidate will negotiate the obstacle course with their body passing on the outside of each cone that is positioned at a designated spot on the course.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5 second penalty for each cone that is knocked over
- If the candidate fails to walk outside each cone, the test proctor will inform the candidate that he/she must return to the beginning of this station and begin again

Station 5 Tire Drag

The candidate will utilize a 5/8" Twisted Poly Rope that is 85' in length to pull a tire weighing 47 pounds.

While standing inside the designated box, the candidate will pull the tire 75' until the tire lies completely within the designated box.

A test proctor will assist with the tail of the rope to avoid entanglement.

Penalties:

- 5 second penalty if tire is not completely within the box after the candidate leaves the station
- 5 second penalty per infraction if the candidate's foot/feet completely leave the designated box prior to completing the station. Note: no penalty will be assessed unless an entire foot is outside of the designated box (stepping on the line is permissible).

Station 6: Charged Hose Advancement

Candidate will advance a 1-3/4" fire hose with nozzle charged to 100psi 75' to a marked box.

After advancing into the designated box, the candidate shall open the nozzle and direct the hose stream at a target 35' from the box.

Once the target is struck by the hose stream at a sufficient force to cause movement, the proctor shall advise the candidate to proceed.

The candidate will then completely shut off the nozzle and set the nozzle on the ground within the designated box.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5 second penalty per infraction if the candidate opens the nozzle at any point while outside of the designated box
- 5 second penalty if the candidate sets down the nozzle completely outside of the designated box

Station 7: Rescue Drag

Candidate will manually move a 185 pound manikin to a line 75' from the start line. This may be achieved by lifting, dragging, or any combination thereof.

Two (2) test proctors (one on each side) will accompany the candidate during the drag to assure that the candidate is moving fairly straight and to prevent hard falls.

Candidate's time will be stopped when manikin's feet cross the finish line.

Penalties:

- 5 second penalty per infraction if candidate steps outside the designated lane.

General Procedures for Testing

- All tests will be supervised by the Training Captain and/or Fire Chief
- Candidates will await their turn in an area that does not allow for watching of other candidates perform the timed events.
- At least two (2) proctors will time each candidate to prevent mistakes and/or equipment failure
 - If there is a discrepancy in times, which affect the pass/fail of a candidate, the fastest recorded time shall be posted
- All SCBA bottles will be checked to assure that the bottle is full (4,500psi) prior to beginning the timed events.
- Any personally owned bunker gear will be inspected to assure compliance with NFPA 1971, 2007 Edition prior to being approved for use during the physical agility test
- Penalties will be assessed for only flagrant violations as determined by at least two proctors.
- Depletion of the SCBA air supply, prior to completion of the timed course, will result in automatic failure of the physical agility test
- Removal of facepiece or air supply regulator prior to completion of the timed course will result in automatic failure of the physical agility test
- No re-tests shall be offered unless there is equipment failure or malfunction.